



**Airport Job Posting  
Maintenance Manager**

**Position Title:** Maintenance Manager  
**Department:** Airport  
**Supervisor:** Assistant Airport Manager  
**Supervises:** Full, Part-time & Seasonal Staff  
**Employee Type:** Exempt  
**2017 Salary:** \$40,624 - \$58,034  
**Application Deadline:** February 3, 2017

**Job Summary:** Under the direction of the Assistant Airport Manager, supervises full-time, part-time, and seasonal maintenance employees to maintain the grounds, buildings and paved aircraft operating areas of the Airport, maintains equipment used for these purposes and exercises independent judgment and discretion in prioritizing projects & assigning duties to full-time, part-time and seasonal employees.

**Essential Duties:**

- Supervises the work of the maintenance team and uses independent judgment and discretion to prioritize and assign projects; also works independently.
- Maintains a positive customer service attitude at all times.
- Operates a variety of maintenance equipment, i.e., truck, snow plow, spreader, sprayer, tractors with mower and or sweeper, front end loader, etc., and instructs others in the proper and safe operation of this equipment.
- Ensures unsafe conditions are corrected in a timely manner.
- Reports all liability and community incidents to Airport Management immediately, and ensures all workers compensation claims are reported and proper paperwork is completed.
- Diagnoses mechanical/electrical problems in equipment, performs routine maintenance duties on equipment, i.e., replacing parts, filters, etc., to maintain in good operating condition.

- Utilizes welding and brazing equipment in the repair or replacement of structural elements of equipment used on site.
- Proactively inspects and patrols all airport facilities, grounds and properties to ensure regulatory compliance with FAR Part 139, Airport Certification Manual, FAR Part 77, Storm Water Pollution and Prevention Plan, Airport Emergency Plan, Spill Prevention Control and Countermeasures Plan, Wildlife Hazard Management Plan, Noise Abatement and other codes, procedures, regulations and policies as may be relevant or enacted, every day. Takes action as necessary.
- Repairs/replaces Airport owned lights, signs, NAVIADS, etc., associated with the airfield.
- Aircraft fuel quality control checks.
- Prioritizes, organizes and assigns duties to Maintenance Staff.
- Identifies and purchases tools and parts required to maintain equipment and Airport property.
- Mixes and applies chemicals, soil sterilants, weed killers and fertilizers; on selected areas of the Airport.
- Operates radio equipment as necessary.
- Performs minor maintenance tasks such as carpentry, painting, plumbing and replacement of ceiling tiles, light bulbs, etc., as well as setup of chairs and tables for airport and tenant events.

#### **Other Functions:**

- Conducts quarterly report, highlighting maintenance staff, current projects, training, equipment, safety, purchasing, fueling, etc., for the Airport Maintenance Department.
- Develops maintenance goals, plans, project lists, requests for proposals, requests for qualifications, and procurement of goods and services.
- Performs other related duties as assigned.

#### **Impact/Scope of Authority:**

- Supervise Full-Time, Part-Time and Seasonal Maintenance Staff on a daily basis. Independently resolves routine maintenance and complex repair problems.
- Make decisions regarding prioritizing of facility maintenance.

**Supervisory Duties:** Supervises Full-Time, Part-Time and Seasonal Maintenance Staff and exercises independent judgment and discretion in prioritizing and assigning projects.

#### **Material and Equipment Directly Used:**

- Simple Office Equipment;( e.g. iPad, computer, scanners and digital copier/printer)
- Hand and power tools, specialty tools. Heavy- and light-duty equipment and vehicles.
- Two-way radio, cellular phone.
- Software: MS Office (Excel, Word, Outlook), Internet Explorer, Adobe, FAR Part 139 Document Management System.

**Job Qualifications:**

- High School Diploma or GED
- Prior experience in management position is preferred.
- Technical school training in electrical, plumbing, and/or HVAC is preferred.
- Five years' experience in performing routine facility maintenance and two years' experience in technical maintenance, or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must reside in Bartholomew County or county contiguous to Bartholomew County within six months of employment

**Licenses, Certifications and other requirements:**

- Valid Indiana Driver's License and good driving record sufficient to be insured by the city.

**Required knowledge and skills:**

- Practices, methods, tools, materials, and equipment of the building and facilities trades.
- Occupational hazards of building and facilities trades and of necessary safety precautions.
- Knowledge of OSHA and ADA compliance standards.
- Procedures, policies, and operations within area of assignment.
- Routine maintenance procedures of facilities, systems and equipment.
- Facility complex operations and maintenance.
- Electrical, plumbing, HVAC, carpentry, drywall and painting work.
- Locating and correcting defects in facilities and equipment.
- Accuracy and attention to detail.
- Operating heavy equipment to include snow plows, front-end loaders, runway brooms, snow blowers, tractors, etc.
- Operating and maintaining all assigned equipment.

**Mental and Physical Abilities:**

- Ability to manage people and projects with professionalism and good judgment.
- Ability to establish and maintain effective working relationships with a variety of individuals.
- Ability to understand and follow oral and written instructions.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to use common hand tools.
- Ability to identify occupational hazards and safety precautions.

- Ability to endure long periods of physical activity.
- Ability to respond to emergency duty after normal working hours.
- While performing the essential functions of the job, the employee is frequently required to walk, stand, climb or balance, stoop, kneel crouch or crawl; use hands to finger, handle, or feel; reach with hands and arms; speak and hear, lift and/or move up to 50 pounds; and is occasionally required to sit, taste or smell, lift and/or move up to 100 pounds.
- Frequently required to use close and distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Working Conditions:**

- Work is performed frequently in both outdoor and indoor environments. Outdoor environments include exposures to summer and winter temperatures.
- Work environment frequently involves exposure to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions.
- Work environment occasionally involves exposure to high, precarious places, toxic or caustic chemicals, risk of electrical shock and vibration.
- The employee's working conditions are typically moderately loud and occasionally very loud.
- Employee must be able to work schedules as assigned, including weekends, evenings and holidays, and must be available for call-out during emergencies, inclement weather or other critical events.
- The employee is required to wear an employer provided uniform and safety boots at all times.

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing.

**AN EQUAL OPPORTUNITY EMPLOYER**

**M/F/H/V**